

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form.

DEPARTMENT OF HOMELAND SECURITY

## (1) FEDERAL ADVISORY COMMITTEE NAME

*State the legal name of the FAC*

**Board of Visitors for the National Fire Academy (Board)**

## (2) AUTHORITY

*Identify the authority for establishing the FAC*

**The Board was established under the Federal Fire Prevention and Control Act of 1974 [15 U.S.C. section 2206(j)] and operates in accordance with the provisions of the Federal Advisory Committee Act (FACA) [5 U.S.C. Appendix].**

## (3) MISSION/FUNCTION

*Describe the mission/function of the FAC*

**The Board reviews annually the programs of the National Fire Academy (NFA) and advises the Administrator, Federal Emergency Management Agency (FEMA), through the U.S. Fire Administrator, regarding the operation of the NFA and any improvements therein that the Board deems appropriate.**

## (4) POINTS OF VIEW

*Based on understanding the purpose of the FAC,*

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

**The Board shall be composed of eight members who are appointed by and serve at the pleasure of the Administrator, FEMA. Members are selected from the fire service leaders nationwide. Each member shall be appointed based on their expertise, knowledge, and experience in the fields of fire safety, fire prevention (such as community risk reduction to include wildland urban interface), fire control, research and development in fire protection, treatment and rehabilitation of fire victims, or local government services management to include emergency medical services. Selectees include individuals who have expertise in two or more of the consideration factors and who express a willingness to serve. Selectees shall be appointed to vacancies by determining who could make the greatest contribution to the Board in light of expertise and experience of the existing Board and anticipated future challenges. Members will be appointed as Special Government Employees as defined in section 202(a) of 18 U.S.C.**

## (5) OTHER BALANCE FACTORS

*List any other factors your agency identifies as important in achieving a balanced FAC*

The Board is constructed to balance as many aspects and viewpoints of the fire service industry as possible. The United States Fire Administration (USFA) seeks to maximize input from as many perspectives as possible. An individual who could represent multiple interests would especially be a valuable asset to the Board. The Committee is balanced geographically. Additional factors include representative balance among career and volunteer fire service, large and smaller communities served, fire service training agencies and the academic research community.

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

Candidates are screened by the U.S. Fire Administrator, Deputy U.S. Fire Administrator and Superintendent of the NFA with input from the Chief of the National Fire Programs Division and the Chief of the Management Operations and Support Services Division. Any agency employee may also suggest candidates for the Board. Well-qualified candidates may be identified as available to fill vacancies as they become open. The USFA accepts nominations and suggestions for members of the Board at all times. Members of the Board shall be appointed for terms of up to three (3) years, and members may be reappointed to one subsequent term. In order to provide for continuity of member participation, terms are staggered. Unless there are vacancies for reasons other than term expiration, no more than half of the members shall be replaced (or reappointed) in any given year. A member appointed to fill an unexpired term shall serve the remainder of that term. In the event the Board terminates, all appointments to the committee shall terminate.

#### **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The process that will be used to determine advisory committee member balance for the parent Federal advisory committee will be used for any subcommittees that may be created.

#### **(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

Not applicable.

#### **(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

May 21, 2012; August 7, 2014; September 26, 2016.